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10 April 1952

MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

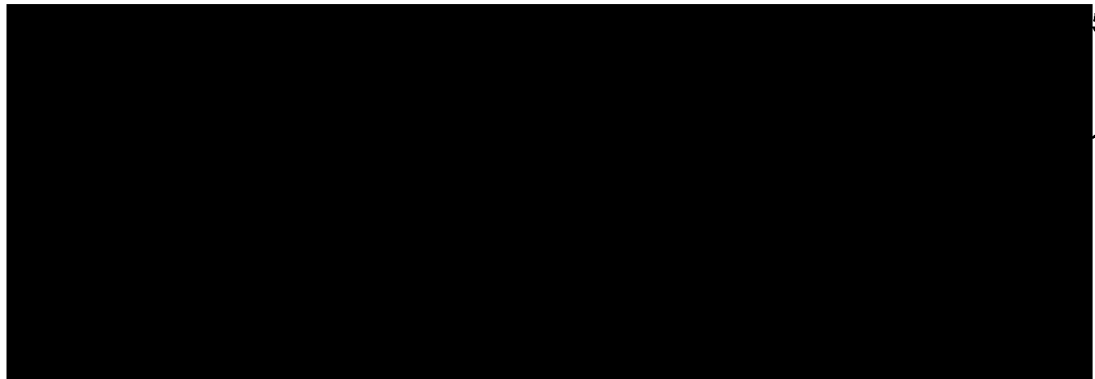
SUBJECT: Weekly Activities Report - 4 - 10 April 1952

I. Completed Projects

1. Project 52-6, Personnel Pool. Completed memorandum of non-concurrence to Chief, General Services Division Staff Study, which was based on the original O/TR Staff Study.
2. Project 52-12, Modification to S/PP T/O. Obtained approval of Modification to the T/O which resulted in the reclassification of the clerical position from grade GS-5 to grade GS-6. This action was approved by the Chief, Classification Division, on 7 April. *For replacement*

II. Projects in Process

JOB NO. \_\_\_\_\_ FOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 32 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 2.2  
NEXT REV DATE 30/04/52 REVIEWER 06/97 TYPE DOC. 02  
NO. PGS 3 CREATION DATE 11 APR 52 ORG CLASS 1  
REV CLASS 2 REV COORD. AUTH: HR 793



5X1A

1A1d

Project 51-13, Register of Training Activities. The Management Office is proceeding to design an IBM card for recording O/TR(G) training programs.

Project 51-15, Rotation Working Group. The chairman convened the Working Group on 9 April to consider a memorandum from the executive secretary of the Career Service Committee based upon the D/CI's memorandum, subject: Agency Career Service Program. After a three-hour session, the O/TR member of the Working Group introduced a motion which was carried that the chairman of the Working

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Group should request the Career Service Committee to convene a meeting of all Working Group chairmen with the Committee to plan a suitable program attack on the career problem. It was the consensus of the Rotation Working Group that the executive secretary of the Career Service Committee had imposed an improper assignment on them, namely, to prepare three Career Development Programs for the categories of personnel identified in the D/CI's memorandum. The Rotation Working Group believes that the proper composition of any task force to solve this problem would include selected members of each one of the previously established Working Groups rather than to assign this task to a group which had addressed itself exclusively to only one segment of the Career Development Program.

4. Project 51-26, [REDACTED] Final draft of 25X1A  
Study in preparation.

5. [REDACTED]

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### III. Newly Assigned Projects

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1. Project 52-15, 1952 Summer Seminar on [REDACTED] Received and reviewed material outlining a summer workshop sponsored by N.Y.U. on [REDACTED] 25X1A culture, social and economic problems, etc. D/TR said to explore the possibility of office interest. Cleared with Security on cover problems. [REDACTED] is now reviewing the material prior to contacting the TLO's.

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2. Project 52-16, Basic Intelligence Course for New Professional Personnel. Received the copy of the final report of the Working Group on trainees for study, analysis and action to be taken in order to put the recommendations of the Working Group into effect.

### IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.  
2. Project 51-7, Administrative Training Program.  
3. Project 51-9, A National Intelligence Course.  
4. Project 51-10, Intermediate Intelligence Course.

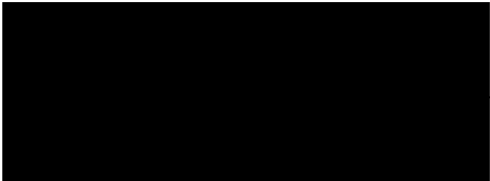
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5. Project 51-11, Basic Intelligence Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 52-3, Training Office Section of CIA History.
10. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
11. Project 52-5, CIA Employee Improvement.
12. Project 52-8, National Security Presentations.
13. Project 52-9, Training for Employee Evaluation.



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